

U.S. Embassy Baghdad Public Affairs Section

Request for Proposals: English Teacher Training Salahaddin University College of Administration and Economics

Funding Opportunity: DOS-Baghdad-PD-2016-004
CFDA: 19.021

Opening Date: June 02, 2016
Closing Date: July 01, 2016

SUMMARY

The U.S. Embassy in Baghdad invites eligible institutions to submit proposals to develop and implement an English training program for six English teachers at Salahaddin University's College of Administration and Economics.

Subject to the availability of funds, the Embassy expects to award up to \$100,000.00 to the selected institution to design and carry out an English teacher training program for Salahaddin University's College of Administration and Economics.

The overall goal of the teacher training program is to improve the teaching and learning of English in the Salahaddin University's College of Administration and Economics. Objectives are to develop 1) the English teachers' practical skills and pedagogical knowledge in appropriate teaching techniques and strategies for the General English for University Students (GEfUS) program; 2) teachers' knowledge and skills in adapting current and designing new course syllabi and materials; 3) teachers' understanding of English for Specific Purposes (ESP) and English as Medium of Instruction (EMI) programs and best practices for teaching in these programs

Authority: Overall grant-making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic, and peaceful relations between the United States and other countries of the world."

Eligibility: Applicants must

- Be a U.S. non-profit organization meeting the provisions described in Internal Revenue Code section 26 USC 501(c) (3); an internationally based non-profit organization or a U.S. academic institution;

- Have the capacity to operate in Iraq, or have or develop active partnerships with organization(s) operating in Iraq;
- Have demonstrated experience administering English language teacher training programs in academic settings.

Proposals must demonstrate that the implementing institute has knowledge of and experience in the following:

- Administering training in the field of Teaching English as Foreign Language (TEFL) with a focus on a) best practices in teaching in learner-centered, multi-level and under-resourced classes; b) pedagogically effective uses of technology in the EFL lesson; c) techniques for managing large classes; d) ways of motivating English language learners;
- Adapting and designing syllabi and curriculum for English as a foreign language (TEFL); English as the medium of instruction (EMI) and English for specific purposes (ESP) programs;
- Designing and adapting teaching materials for university-level English language classes;
- Preparing English teachers to plan, practice and deliver in-service teacher training workshops for university colleagues on practical teaching skills and techniques gained during the program;
- Teacher development through classroom teaching observation, reflective teaching and feedback.

All Federal assistance recipients must have a Unique Entity Identifier such as a Dun & Bradstreet Number (DUNS) as well as a CCR (CAGE) number prior to funds disbursement. A DUNS number may be acquired at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or requesting on-line at www.dnb.com.

PROGRAM DESCRIPTION

The U.S. Embassy in Baghdad invites eligible organizations to submit proposals to develop and implement an English training program for the six English teachers at Salahaddin University's College of Administration and Economics. The university is a comprehensive public university located in the Iraqi Kurdistan Region's capital city of Erbil. The university was established in 1968 in the city of Sulaimani and moved to Erbil in 1981. During that time it was the only institution of higher education in the Iraqi Kurdistan region and now is the largest, serving 27,000 students. The College of Administration and Economics is divided into six departments: Finance and Banking; Economics; Tourism; Statistics; and Accounting. Each of the College of Administration and Economics College's six departments employs one teacher who teaches a one-semester course in General English for University Students (GEfUS) to first-year students in their respective departments. It should be noted that the English teachers involved in this program have varying levels of English teaching experience and university preparation for TEFL.

Although the College of Administration and Economics has not yet implemented a policy of using English as a Medium of Instruction (EMI), it has plans to move in that direction and wants its English teachers to be prepared to assist the College's students and professors in making the transition. In interviews, the six teachers reported that the biggest challenges facing them are the lack of time allotted for covering the required course content, large class sizes, low motivation and English language proficiency in students and ineffective use of technology. The teacher training program should be designed so that there are two virtual/online components and a longer (4-6 weeks) intensive program in the United States. The first virtual/online component will serve to prepare the participants for the U.S. program and the second component will serve to reinforce skills and knowledge gained from the virtual program, as well as to monitor and support participant follow-on activities upon their return to Salahaddin University.

Although the virtual/online training components should be part of the training, due to unreliable and inconsistent internet connectivity and the teachers' workload during the academic year, the Embassy will not consider proposals that rely too heavily on the virtual/online programs. To ensure continuity, the virtual/online program components should be conducted by the same faculty who are involved in the U.S. program. The teacher training program taking place in the U.S. should be scheduled during a period convenient to participants' teaching schedule; please see the suggested timeline below. Note: Academic holidays: summer; June, July, August and part of September; winter, two weeks in December; and spring, 3 weeks in March. Ramadan 2017 will take place approximately from May 27-June 26, followed by 3 days of Eid holidays. Certificates should be awarded to those participants who successfully complete all components of the program.

Suggested timeline:

January-February 2017: Design virtual/online platform and program content

February-March 2017: Design and prepare for U.S. program component

March-April 2017: Begin visa processing, travel plans and pre-departure orientation with program participants

May-June 2017: Virtual/online orientation/training for upcoming U.S. program component

July-August/September 2017: Teacher training program in the U.S.

September-October 2017: Virtual/online training as follow-on to U.S. program

November-December 2017: Distribute certificates; prepare and submit final reports

Guidelines:

The award will begin on or about January 2017. The award duration will be 12 months and will cover all aspects of designing and carrying out the program, including the virtual/online and U.S. program.

The awardee will:

- Design and provide materials for all program components including a virtual/online training, an intensive training program in the U.S., and pre-departure materials and in-country orientation upon arrival in the U.S.

- Plan, design and conduct all training content and activities virtually/online as well as in the U.S.
- Design and manage digital educational content for virtual/online program components.
- Manage all logistical elements of the program related to travel to the U.S. and costs associated with visa processing, international and U.S. domestic travel, ground transportation, accommodations, meals, insurance, and disbursement of pocket money.
- Provide a clear monitoring and evaluation plan to ensure proper program implementation by compiling and supplying regular reports to the Embassy on program participants' progress, program activities, and status of the implementation of all program activities.
- Issue certificates at the program's conclusion to each participant who successfully completes all program components.

APPLICATION INFORMATION

Applications must be prepared and submitted using the Public Diplomacy Grants Program Application form, available on www.grants.gov or by request from baghdadpdgrants@state.gov. Please submit questions and completed applications to baghdadpdgrants@state.gov.

Cost-sharing is strongly encouraged. Cost sharing can take the form of both allowable direct and indirect costs. For accountability, the recipient must maintain records to support all costs claimed as part of the cost-share agreement. Such records are subject to audit. Please refer to 2 CFR 200.306 Cost Sharing or Matching.

All sections of the applications must be completed. In addition to information about project personnel as requested on the application form, please provide complete resumes for key personnel, such as the Project Director.

The deadline for receipt of applications is July 01, 2016 Baghdad, Iraq time. The Embassy reserves the right to reduce, revise, or increase proposal project configurations, budgets, and/or participant numbers in accordance with the needs of the program, the availability of funds, and concurrence of the awardee.

SELECTION CRITERIA

The Embassy Public Diplomacy Grants Committee will use the following criteria to evaluate proposals received in response this NOFO:

Introduction/General Summary: The general summary must address the qualifications of the applicant institution including brief references to participation in previous similar projects or work with similar populations or in similar environments.

Project Goals and Objectives/Implementation Plan: Proposals should address the goals of the English Teacher Training at the Salahaddin University College of Administration and Economics program as outlined in this solicitation. Proposals will be evaluated for originality, substance, precision, and relevance to the project goals. They will be evaluated for the potential for long-term impact and sustainability. The Embassy Public Diplomacy Grants Committee will closely consider whether the proposal's objectives lead to the goals of the grant program. Applicants should describe what they propose to do and how they will accomplish it. The proposed activities must directly relate to meeting the goals and objectives, and applicants should include information on how they will measure activities' effectiveness. The Grants Committee will evaluate the activities planned in terms of their relevance to the current situation and the program goals and objectives, the feasibility of the proposed activities and their timeline for completion, and the extent to which the impact of the program will continue beyond the conclusion of the funding period.

Organizational Capacity: Applications must include a clear description of the applicant's management structure, previous experience with similar programs, and organizational background in the country/region as these relate to the proposed activities. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed program. Applicants must demonstrate the ability to carry out programs in the Iraqi Kurdistan Region.

Budget: Costs should be reasonable and realistic in relation to the program activities. Applicants are encouraged to provide as much detail as possible so that the committee may determine the extent to which the request represents an efficient use of U.S. Government resources. The budget should be consistent with the narrative description of the program and should reflect the applicant's understanding of the allowable cost principles established by Title 2 CFR 200.306 (part 230) on cost principles for non-profit organizations.

Monitoring and evaluation plan: Proposals should have a clear monitoring and evaluation plan to ensure proper implementation of the project.

Key Personnel: The organization should demonstrate the competency of the staff involved in project implementation.

Cost Sharing: Cost sharing is strongly encouraged in order to demonstrate commitment to project goals. It can take the form of both allowable direct and indirect costs. For accountability, the recipient must maintain records to support all costs claimed as part of the cost-share agreement. Such records are subject to audit. Please refer to 2 CFR 200.306 Cost Sharing or Matching;

Indirect Cost Rate: Consideration will be given to the indirect cost rate proposed by the applicant.

NOTIFICATION

Applicants can expect to be notified of the status of their application within thirty (30) days of the submission deadline. Issuance of this NOFO does not constitute an award commitment on the part of the United States government. It does not commit the U.S. government to pay for

costs incurred in the preparation and submission of proposals. The U.S. government reserves the right to reject any or all proposals received.

DISCLAIMER

If a proposal is selected for funding, the U.S. Embassy in Baghdad has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Embassy.

CONTACT INFORMATION

For more information, please contact the U.S. Embassy Baghdad at baghdadpdgrants@state.gov.